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Abogados - Attorneys at Law
Est. 1968

# Accessing the system and its options

**How to Access the contents:**

1. Go to following address http://www.anorco.com, then the option **Online Center** option.

2. Enter your user and password that were given to you previously and press enter.

3. ☐ ☐ ☐ ☐ ☐ ☐☐ ☐ ☐ ☐ ☐ ☐ ☐☐ ☐ ☐☐ ☐☐ ☐ ☐ have successfully accessed the system and it will automatically change **Online Center** into **Log Out**.

**Options**

In the right corner within the system, there will be a **My Account** icon and where the client's name will be shown below. The options currently available are:

1. See invoices list: When clicking, it will show the list of invoices ordered from the oldest to the most recent.

2. Log out: Allows you to log out of the Online Center.

# How to make a payment

**General Information**

We inform you that currently the system only allows you to make one payment at a time, taking the oldest invoice as priority, which is indicated with a dollar icon ($). The details of the invoice are located in the **Description** column.

At the moment, the credit cards accepted by the system are VISA and MasterCard.

| Payment Icon | Date | Invoice number | Invoice code | Client | Description | Amount |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

**Steps to make a Payment**

1. Click on the payment icon of your last invoice.
2. On the following screen, verify that the data shown on the invoice matches the one you selected.
3. Enter your credit card data in the fields mentioned below and remember that you must use the same email you entered the system with.
4. Click in the box that states **I accept the terms and conditions of the page** and click on the **Next** button.
5. The next screen indicates once more the content of the invoice, but with the option at the bottom to **Correct information** or **Confirm and Pay**. If you are sure of making the payment and the data is correct, click the **Confirm and Pay** button.
6. The next screen is the VPOS area (Virtual Point of Sale), which validates the transaction data that you want to make. On this screen, enter the credit card data you will use for this payment and click on the **Next** button.
7. Once you have made your payment, a confirmation of the process done will appear, which concludes the payment of the selected invoice.
8. After doing this operation, the system will show the following pending invoice in the order explained previously. If you want to make another payment, follow the steps mentioned above.

**If you have any questions or consultations, email us at** esupport@anorco.com.pa